

[Your Name]
[Your Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to [Description of Inquiry/Issue]

Thank you for your recent communication regarding [briefly describe the issue or inquiry]. We appreciate your engagement and concern about this matter.

[Provide a summary of the government's position or response regarding the issue. Include relevant details, actions taken, or future steps planned.]

We remain committed to [describe any ongoing efforts or resources available related to the issue]. Should you require further information or assistance, please do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Department/Agency Name]